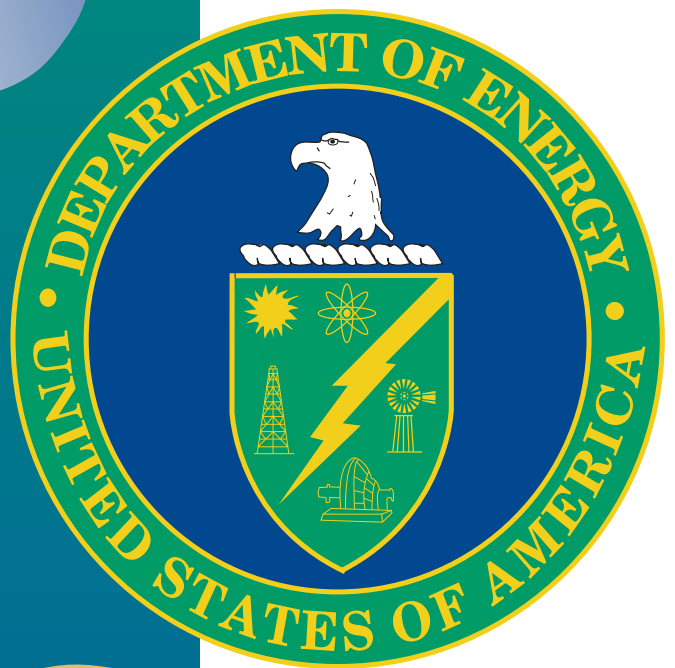


Corrective Action Tracking System (CATS) User's Guide for Direct Web Access



Prepared for

The United States
Department of Energy

Office of Environmental
Safety and Health

EH-72-1999-0001.VER 1 (User's Guide)

6/30/99



**Corrective Action Tracking System
(CATS)
User's Guide for Direct Web Access
Document Number
EH-72-1999-09-0001.Ver.1**

Prepared for
The United States Department of Energy
Office of Environmental Safety and Health

Prepared by
Highland Technology Services, Inc.

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1.0 Overview

In the autumn of 1998 the DNFSB issued Recommendation 98-1 concerning Integrated Safety Management. The Department responded to the DNFSB with a November 20, 1998 commitment to develop a “consistent, disciplined framework for developing and implementing corrective action plans in response to oversight findings, tracking and reporting status of corrective actions, verifying the completion of corrective actions, and resolving differences or issues that may arise relative to corrective actions.” DOE’s subsequent March 10, 1999 Implementation Plan for DNFSB Recommendation 98-1

The Department needs a more effective process for tracking and reporting the status of corrective actions in response to oversight issues.” Therefore DOE has developed a Department-wide Corrective Action Tracking System (CATS), that allows the DOE community to track and report corrective actions, share safety management information across the complex, and to make DOE safety status and actions available to the general public.

CATS is a Web-based database used to maintain the documentation associated with safety assessments. It is used to create, edit and view Source Reports, Issues, Corrective Action Plans (CAPS) and individual corrective actions (Actions) resulting from assessments. Assessment Reports and their related Issues are entered into CATS by EH-2 staff, while the resulting Corrective Action Plans with itemized corrective Actions are entered by the respective field organizations that were the subject of specific Reports. So that Users may readily find pertinent information, CATS allows the linking of Actions to the Reports and Issues they address.

Security measures have been implemented to ensure the integrity of the data entered into the database. Access to the database is controlled through User IDs and passwords. The IDs, passwords, and CATS data remain secure through encrypted data transmissions across the Internet.

1.1 CATS Database Access Control Overview

Most persons with access to CATS will have view (read-only) access. CATS is available to the general public. To prevent unauthorized persons from entering or changing data in CATS, only specific DOE-HQ or Field persons will be allowed to enter data; they will have Editor rights.

To implement this policy, the following security features have been implemented in the CATS Database:

Lotus Notes Access Control	
Access Control List(s) (ACL)	Used to define the persons with database access and the specific functionality allowed for them.
ACL Roles	Used to refine ACL functionality, by granting or limiting access to additional database functionality.
Section Security	Used to limit access (hide) portions of information in a document (typically for the general public).
Reader/Author Fields	Used to limit or restrict access to views and documents, especially editing access.

1.2 Recordkeeping

The CATS system is not designed to serve as an electronic recordkeeping system. All pertinent records related to an issue must be maintained by the organization of origin in accordance with DOE regulations and guidance.

1.3 Privacy Act Statement

The CATS is available to the public. All data entered into the system must be carefully reviewed prior to submission to ensure that no Privacy Act information is included..

1.4 Security

The CATS system is an unclassified system. All information entered into the system must be carefully reviewed prior to submission to ensure it is unclassified.

CATS uses the Secure Sockets Layer (SSL) encryption protocol to assure integrity of data as it transits the Internet. Users must have a version of Netscape (or Internet Explorer) that supports SSL communications. Reasonably recent versions do support SSL.

2.0 Using CATS

CATS is a Lotus Notes web-based application that runs from a domino server. CATS can be accessed through one of three Internet Browsers; Internet Explorer, Netscape Navigator, or Lotus Notes Web Navigator. Each User is required to initiate a logon ID and password the first time they access CATS. Once the User receives their logon information, they are ready to use the CATS system.

2.1 Accessing the Internet

The Web browser used, is typically one installed by the computer support team for DOE users. To access CATS it can be any one of the following three:

Netscape Navigator



The most common web browser for most Government agencies is Netscape Navigator. (Notice the icon above contains a curve arrow inside a small box indicating the icon is a shortcut or link to the application file on the local drive.) The icon can be removed from the desktop.

Internet Explorer



Another popular web browser is Microsoft's own Internet Explorer that comes standard with computers running Windows 95 (version C) or greater, or Windows 98. Internet Explorer is part of the Windows system platform, and therefore cannot be easily removed from the desktop.

Accessing the Internet

To access the Internet using Netscape Navigator, complete the following steps:

1. Double-click on the Netscape Navigator icon located on the Windows desktop. The designated home page for your organization, or another one you may have chosen, will be displayed.

Accessing the Internet

To access the Internet using the Microsoft's Internet Explorer, complete the following steps:

1. Double-click on the Internet Explorer icon located on the Windows desktop. The designated home page for your organization, or another one you may have chosen, will be displayed.

Note: For the purpose of this documentation, all examples for Web browsers will relate to the Netscape browser. However, the functionality of the other browsers is very similar.

2.2 URL Address Locator









A URL (Uniform Resource Locator) contains specific address components that identify where a web page is located. [Http://](http://www.doe.gov) indicates the link is on the Web and is followed by the domain name or address (e.g., www.doe.gov) that is a location of a direct web site.



1. Enter the web site address in the **URL locator bar**.
2. Press **Enter** to retrieve the web site.
3. Click the **Bookmark** button. A list of bookmarked URLs is displayed.
4. Click on **Add Bookmark** to save the address for future use

2.3 Netscape Web Navigator

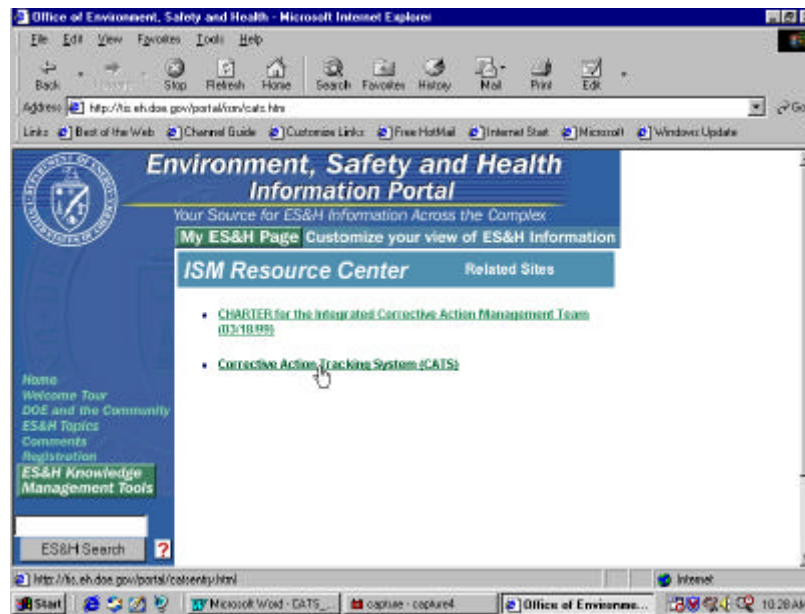
Web Toolbar Features

	Back – Moves to previous document page one at a time
	Forward – Moves to the next document page one at a time
	Stop – Stops the process of loading a document onto the screen
	Reload – Retrieves a current document again with any added changes
	Home – Opens or returns to the organization's home page
	Search – Finds a word or phrase on the opened page
	Print – Sends the open page to the default printer
	Bookmarks – Keeps a list of web page addresses for easy access and opens the list of web page addresses to select from

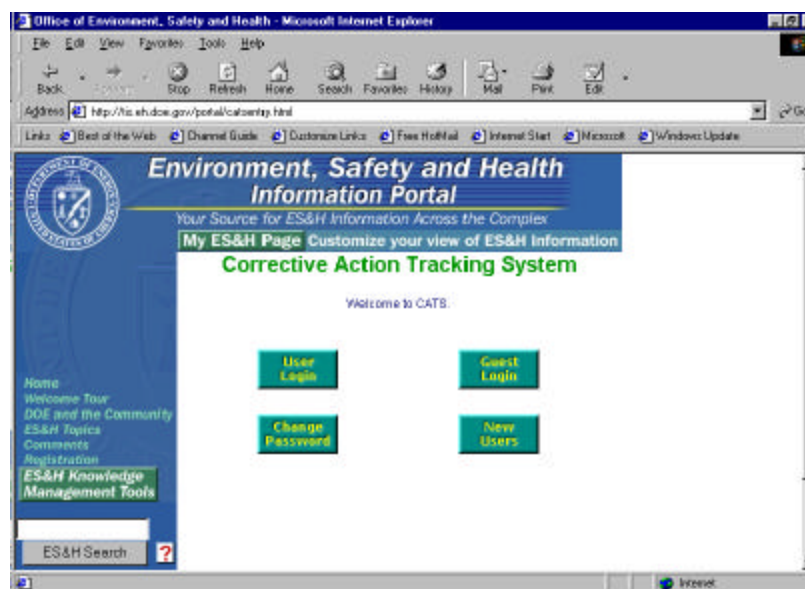
2.4 Accessing CATS:

To access CATS complete the following steps:

1. Open your Internet browser.
2. Enter the ISM Resource Center page URL: <http://tis.eh.doe.gov/portal/ism/cats.htm>.
3. Click on the registration/logon option for **Corrective Action Tracking System (CATS)**.



The **Corrective Action Tracking System** screen provides four (4) login options: User Login, Guest Login, Change Password, and New Users.



OPTION 1: First Time User

- 1a. Click once on the **New Users** button.



*Note: If prompted with a Security dialog box, select **OK** or **Continue** button.*

- 1b. When the  registration screen appears, click on the **Request New Account** button.



- 1c. Select a Lotus Notes user type from the **CATS Access Information** screen.

- 1d. Complete the attached on-line registration form and click the **Submit Request** button.

In approximately **2-3** business days, you will receive your access information via the e-mail address you provided on the registration form.

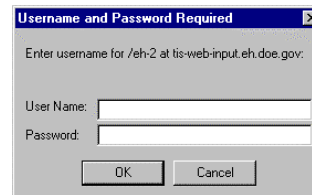
OPTION 2: Registered User

- 2a. Click once on the **User Login** button.



*Note: If prompted with a Security dialog box, select **OK** or **Continue** button.*

- 2b. Enter your user name and password. Click OK. (Note: Passwords are case sensitive.)

A dialog box titled "Username and Password Required". It contains the text "Enter username for /eh-2 at tis-web-input.eh.doe.gov:". Below this are two input fields: "User Name:" and "Password:". At the bottom are two buttons: "OK" and "Cancel".

- 2c. You are entered into the CATS Main Menu system:



Option 3: Guest Login

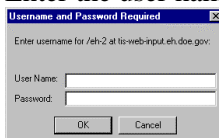
- 3a. Click on the **Guest Login** button.



- 3b. At the guest access screen, click the **Guest Login** button.



- 3c. Enter the user name and password; click OK.

A dialog box titled "Username and Password Required". It contains the text "Enter username for /eh-2 at tis-web-input.eh.doe.gov:". Below this are two input fields: "User Name:" and "Password:". At the bottom are two buttons: "OK" and "Cancel".

- 3d. You are entered into the CATS Main Menu system:



Option 4: Change Password

- 4a. Click the **Change Password** button.



- 4b. When the  registration screen appears, click on the **Change Password** button.



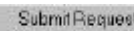
*Note: If prompted with a Security dialog box, select **OK** or **Continue** button..*

- 4c. Enter your user name and password at the Change Password Request screen. Click OK.

- 4d. Enter your old password.

- 4e. Enter a new password or keep the one provided by the system.

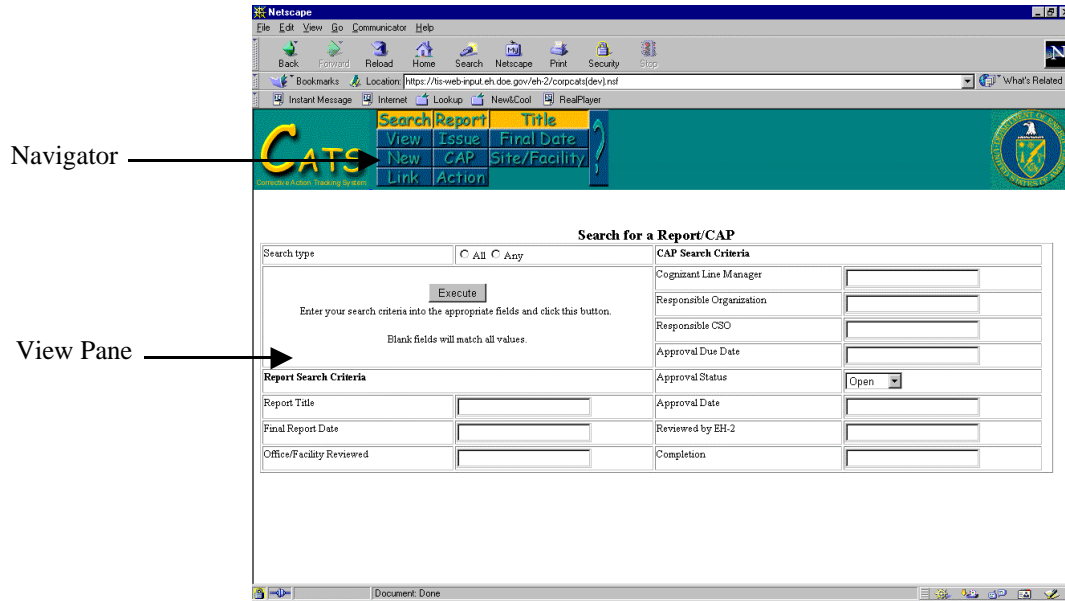
- 4f. Click the Submit Request button.



*Note: As a **registered** user, you are also able to enter the CATS Main Menu via any bookmarked CATS page. If you choose to access CATS using this method, the system will bypass the logon page (bottom of page 5), and prompt you for your login ID and password before entering the CATS Main Menu.*

2.5 CATS Main Menu Overview

Once the User has successfully logged onto the CATS system, the following CATS Main Menu is displayed.







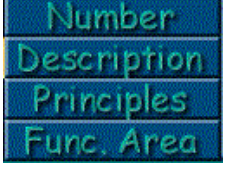

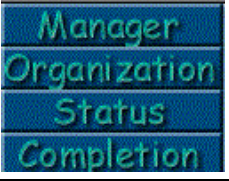


View	Description
Navigator	Displays a list of actions and forms available to the user. (There is more on the Navigator in the Navigating CATS section of this document, below.)
View Pane	Displays the form selected in the Navigator, or displays documents selected.

2.6 Navigating CATS

CATS provides a nesting navigation system. The nesting navigation system consists of three levels of options: Function, Form, and View. Each level is not necessarily available for each function selected. A button in the Navigator represents each possible selection. When a button is selected, its color changes from Blue to Yellow on the screen.



Following is an outline of the available nesting options, organized by level.

Function	Form	View
	 →	
	 →	
	 →	
	 →	

Function	Form	View
View	Report →	Title Final Date Site/Facility
	Issue →	Number Description Principles Func. Area
	CAP →	Manager Organization Status Completion
	Action →	Manager Description Status Completion
New	Report	
	Issue	
	CAP	
	Action	
Link	Add	Issue Action
	Delete	Issue Action

3.0 CATS Data Entry

The CATS database allows authorized Users to create four different types of documents; Source Reports, Issues, Actions, and CAPs.

3.1 Create a Source Report

The Source Report is the Office of Oversight report in which the safety issue (s) are identified. Reports and issues from Evaluations, Special Reviews, Special Studies, and Type A Accident Investigations are tracked in the CATS. Source Report information is entered into CATS by the Office of Oversight.

1. From the Main Menu, select the **New** button.
2. Select the **Report** button. The report form is displayed.
3. Click once in the Report Title field. Enter the title of the source report. Press **TAB** to go to the next field.
4. Enter the final report date in the field in MM/DD/YYYY format. Or, click once on the **Pick Date** button and select the appropriate date from the Netscape Calendar. Press **TAB** twice to go to the next field.
5. From the drop down list, select the Office/Facility Reviewed.
6. Click once on the **Save** button to save the report entry into the database. (Note that the Report text itself, is not entered into the CATS system.)

*NOTE: If you make a mistake while entering the data, select the **Clear Data** button to clear all fields.*

NOTE: Once a Report entry is made, CATS automatically takes you to the Issue entry field so the Issues associated with the Report may be entered – see the next section below.

An issue is a concise statement of the safety finding, problem, judgement of need or deficiency that needs to be resolved by line management. The Office of Oversight enters Issues into CATS.

If creating a new Issue immediately after creating a report, skip to step 5.

- Note: If you want to clear the New Issue form before saving the issue, click once on the Clear Data button.*

3.3 Create a Corrective Action Plan (CAP)

The CAP is prepared by the cognizant line manager, in consultation with the applicable CSO. The CAP addresses the Issues raised in the Formal Independent Oversight Assessment Report.

The screenshot shows a Netscape browser window displaying the CATS web application. The top navigation bar includes buttons for 'Search', 'Report', 'View', 'Issue', 'New', 'CAP', 'Link', and 'Action'. Below this is a 'Save' button and a 'Clear Data' button. The main form area is titled 'CAP Data' and contains the following fields:

- Report Number: JUS-01012001-0001-3
- Report Title: I've got ants in my pants
- Final Report Date: 01/01/2001
- Office/Agency/Environment: Admin Group
- Cognizant Line Manager: [Empty text field]
- Responsible Organization: [Empty dropdown menu]
- Responsible CSO: [Empty dropdown menu]
- Approval Due Date: 03/02/2001
- Approval Status: Open
- Approval Date: [Empty text field] with a 'Pick Date' button
- Attached Plan: [Empty text field] with a 'Browse...' button
- Reviewed by EH-2: No
- Action Completion Date: [Empty text field] with a 'Pick Date' button

At the bottom of the form, there is a yellow warning bar that reads: 'If you do not explicitly save, the data on this form will be lost.' Below this is a red error message: 'Warning! Once you hit the "Save" button above to save this CAP you will not be able to make any changes to fields filled in RED. Please make'.

1. From the Main Menu, select the **New** button.
2. Select the **CAP** button. The Put CAP Data on Report screen is displayed.
3. From the drop down list, select the report to which to assign the new CAP.
4. Click once on the **Assign** button. The New CAP form is displayed.
5. Click once in the Cognizant Line Manager field and enter the appropriate information.
6. From the drop down list, select the appropriate Responsible Organization.
7. From the drop down list, select the appropriate Responsible CSO. Press **TAB** to go to the next field.
8. The Approval Due Date field is completed automatically by CATS.
9. From the drop down list, select the appropriate Approval Status. Press **TAB** to go to the next field.
7. Enter the appropriate date in MM/DD/YYYY format in the Approval Date field. Or, click once on the **Pick Date** button and select the appropriate date from the Netscape Calendar. Press **TAB** twice to go to the next field.
10. Enter the appropriate information in the Attached Plan field by clicking once on the **Browse** button. The Windows 95 file management dialog box is displayed. Locate and select the appropriate file to attach to the new CAP. Press **TAB** to go to the next field.
11. From the drop down list, select the appropriate data for the Reviewed by EH-2 field. Press **TAB** to go to the next field.
12. Enter the appropriate date in MM/DD/YYYY format in the Action Completion Date field. Or, click once on the **Pick Date** button and select the appropriate date from the Netscape Calendar.
13. Select the **Save** button to save the CAP to the Report identified in Step 4.

*Note: If you want to clear the New CAP form before saving the CAP, click once on the **Clear Data** button.*

3.4 Create an Action

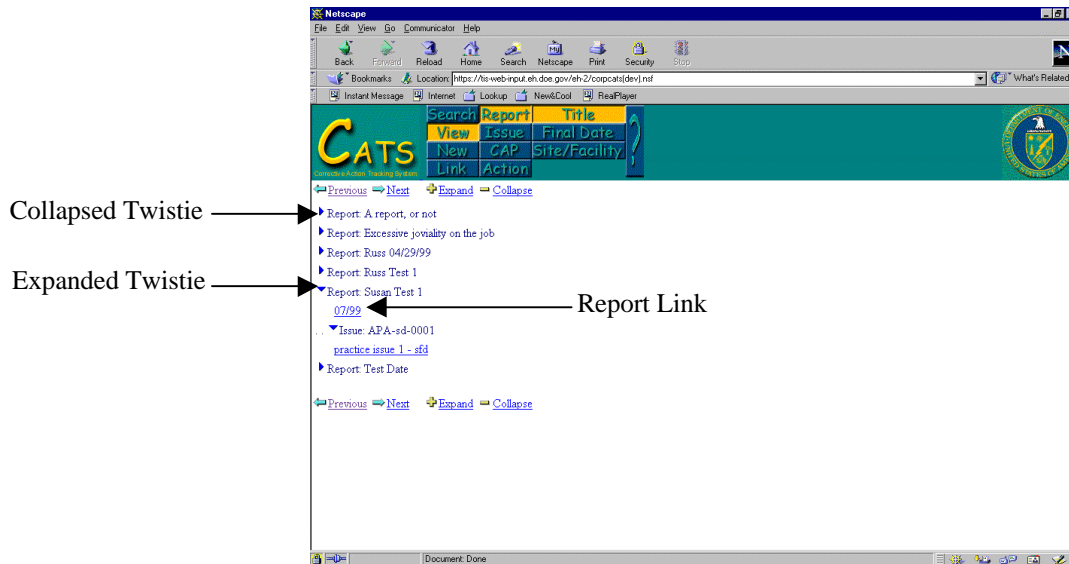
Corrective actions describe actions that will correct the safety issues identified in the independent oversight report.

1. From the Main Menu, select the **New** button.
2. Select the **Action** button. The Pick a Report screen is displayed.
3. From the drop down list, select the Report to which to search for an Issue.
4. Click once on the **Select** button. The Pick an Issue form is displayed.
5. From the drop down list, select the Issue to which to assign an Action.
6. Click once on the **Assign** button. The New Action form is displayed.
7. The Number field is automatically calculated and displayed.
8. Click once in the Description field and enter the appropriate data. Press **TAB** to go to the next field.
9. Enter the appropriate data in the Action Deliverable field. Press **TAB** to go to the next field.
Where possible the description and deliverable should be taken verbatim from the Corrective Action Plan. If the CAP word-processing file is available, this can be done very easily using Windows' Edit-Copy and Edit-Paste features.
10. From the Deliverable Attachments field, click once on the **Browse** button. The Windows 95 file management dialog box is displayed. Locate and select the appropriate file to attach to the Action. Press **TAB** to go to the next field.
11. Enter the appropriate date in MM/DD/YYYY format in the Planned Completion Date field. Or, click once on the **Pick Date** button to select a date from the Netscape Calendar. Press **TAB** twice to go to the next field.
12. Enter the appropriate data in the Responsible Manager field. Press **TAB** to go to the next field.
13. From the drop down list, select the appropriate Status. Press **TAB** to go to the next field.
14. Enter the appropriate data in the Descriptive Status field. Press **TAB** to go to the next field.
15. Enter the appropriate date in MM/DD/YYYY format in the Completion Date field. Or, click once on the **Pick Date** button and select the appropriate date from the Netscape Calendar. Press **TAB** twice to go to the next field.
16. From the drop down list, select the appropriate Verification Status.
17. Click once on the **Save** button to save the form to the database.

*Note: If you want to clear the New Action form before saving the Action, click once on the **Clear Data** button.*

4.0 Viewing Data

4.1 Viewing a Source Report

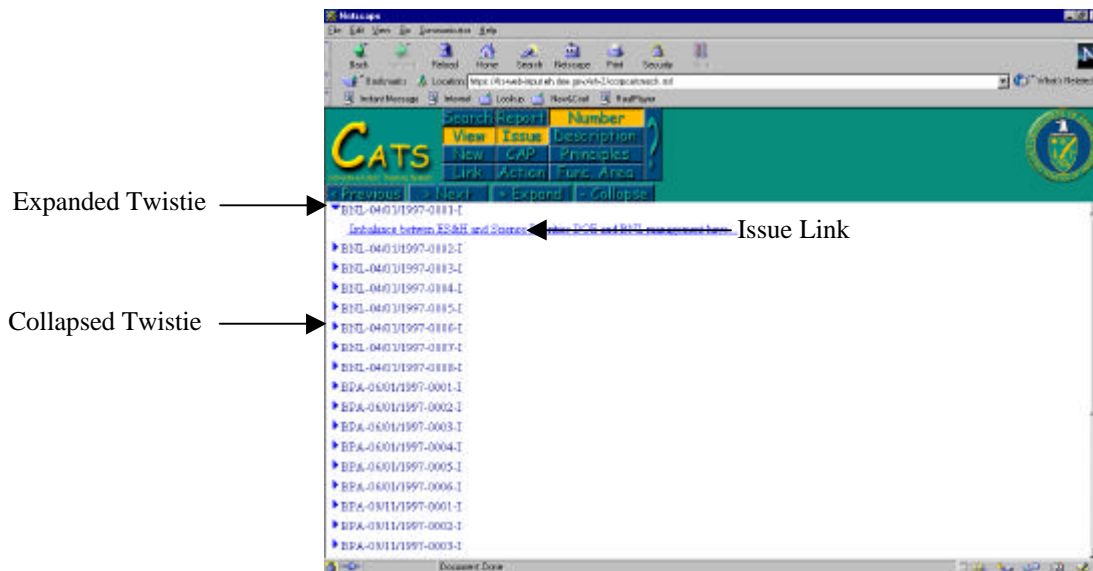


1. From the Main Menu, select the **View** button.
2. Select the **Report** button.
3. Select the appropriate sorting button. A list of source reports is displayed by the selected sorting category.
4. To view details of the source report, click once on the collapsed twistie to the left of the desired report to expand it. The report and all associated Issues are displayed.
5. To open the report, click once on the report link. The report is launched and displayed on the screen.

*Note: To expand all Reports and associated Issues displayed, click once on the **Expand** button. To collapse all Reports and Issues expanded, click once on the **Collapse** button.*

*Note: To scroll between pages of Reports, click on the **Next** and **Previous** buttons displayed on the Main Menu bar.*

4.2 Viewing an Issue

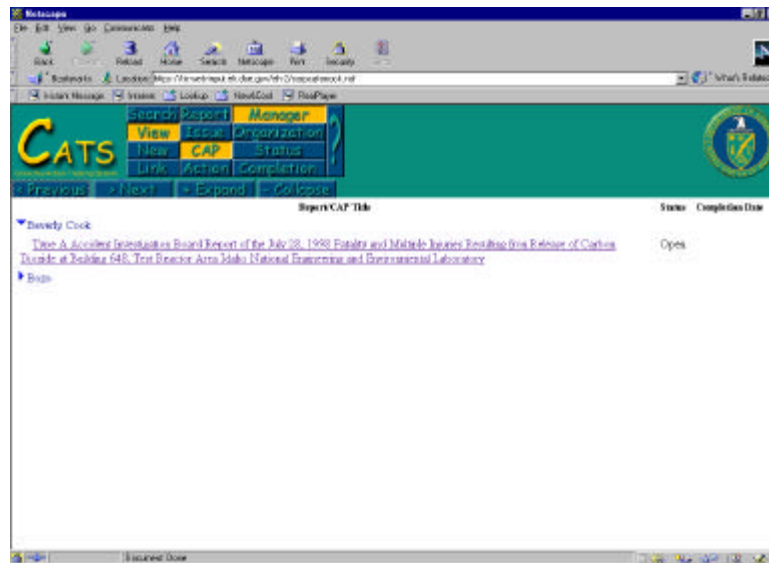


1. From the Main Menu, select the **View** button.
2. Select the **Issue** button.
3. Select the appropriate sorting button. A list of issues is displayed by the selected sorting category.
4. To view details of an issue, click once on the collapsed twistie to the left of the desired issue to expand it.
5. To open the issue, click once on the issue link. The issue is launched and displayed on the screen.

*Note: To expand all Issues displayed, click once on the **Expand** button. To collapse all Issues expanded, click once on the **Collapse** button.*

*Note: To scroll between pages of Issues, click on the **Next** and **Previous** buttons displayed on the Main Menu bar.*

4.3 Viewing a CAP

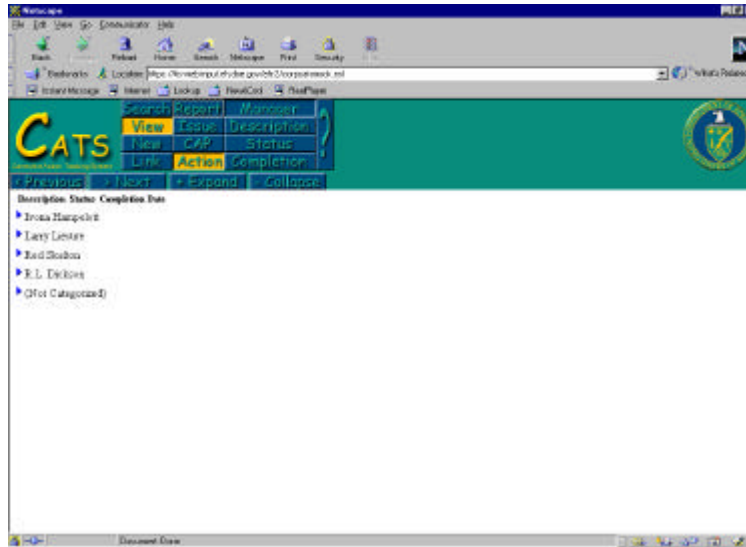


1. From the Main Menu, select the **View** button.
2. Select the **CAP** button.
3. Select the appropriate sorting button. A list of CAPs is displayed by the selected sorting category.
4. To view details of a CAP, click once on the collapsed twistie to the left of the desired CAP to expand it.
5. To open the CAP, click once on the CAP link. The CAP is launched and displayed on the screen.

*Note: To expand all CAPs displayed, click once on the **Expand** button. To collapse all CAPs expanded, click once on the **Collapse** button.*

*Note: To scroll between pages of CAPs, click on the **Next** and **Previous** buttons displayed on the Main Menu bar.*

4.4 Viewing an Action



1. From the Main Menu, select the **View** button.
2. Select the **Action** button.
3. Select the appropriate sorting button. A list of actions is displayed by the selected sorting category.
4. To view details of an Action, click once on the collapsed twistie to the left of the desired Action to expand it.
5. To open the Action, click once on the Action link. The Action is launched and displayed on the screen.

*Note: To expand all CAPs displayed, click once on the **Expand** button. To collapse all CAPs expanded, click once on the **Collapse** button.*

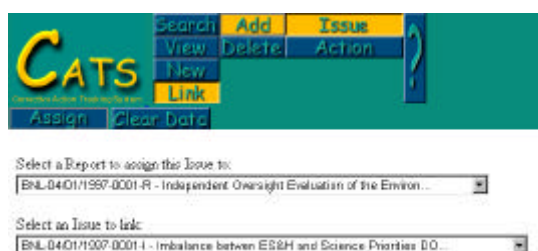
*Note: To scroll between pages of CAPs, click on the **Next** and **Previous** buttons displayed on the Main Menu bar.*

5.0 Linking Data

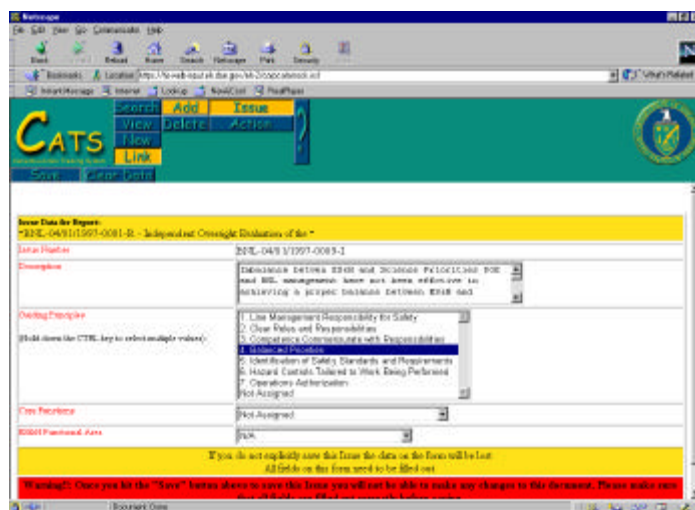
CATS is intended to provide a complete documentation trail that starts with a Report, lists the Issues identified in that Report, identifies the Corrective Action Plan that responds to the Report, and then itemizes the corrective Actions that address each Issue. The CATS database automatically asks users for the Report for which Issues are being entered, or for the CAP for which Actions are being entered. However, just in case it is needed, CATS gives users the options to link previously created Issues to Source Reports, and previously created Actions to Issues. For example, it may be the case that an Action addresses more than one Issue, or an Issue has a number of Actions that address it.

5.1 Link an Issue to a Source Report

1. From the Main Menu, select the **Link** button.
2. Select the **Add** button. Select the **Issue** button. A dialog box is displayed.



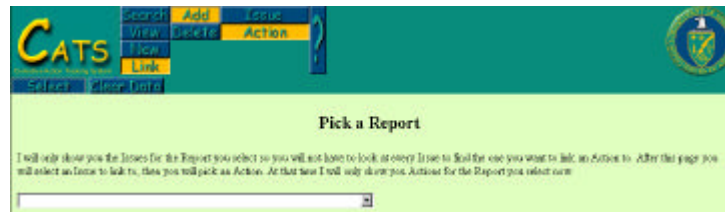
3. From the list provided, select the appropriate report to assign an issue.
4. From the list provided, select the Issue to link to the selected report.
5. Click on the **Assign** button. The issue is linked to the selected report. The following screen is displayed.



6. If necessary, click once in the Description field to edit the description provided.
7. From the list provided, select the appropriate Guiding Principles by clicking once on the desired selection. To select multiple selections, press the Ctrl key then the appropriate selections.
8. From the list provided, select the appropriate Core Functions by clicking once on the desired selection.
9. From the list provided, select the appropriate ES&H Functional Area by clicking once on the desired selection.
10. Select the **Save** button to save the issue and link it to the selected report.

5.2 Link an Action to an Issue

1. From the Main Menu, select the Link button.
2. Select the **Add** button. Select the **Action** button. The following screen is displayed.



3. From the list provided, select the Report to which to locate the Issue. Select the **Select** button. The Pick an Issue screen is displayed.
4. From the list provided, select the Issue to which to link the Action. Select the **Select** button.
5. From the list provided, select the Action to link to the Issue/Report. Select the **Assign** Button. A message is displayed notifying the User if the action was successful.

5.3 Unlink an Action from an Issue

1. From the Main Menu, select the **Link** button.
2. Select the **Delete** button. Select the **Action** button. The Pick a Report screen is displayed.
3. From the list provided, select the Report to which to locate the Issue. Select the **Select** button. The Pick an Issue screen is displayed.
4. From the list provided, select the Issue to which to unlink the Action. Select the **Select** button.
5. From the list provided, select the Action to unlink from the Issue/Report. Select the **Assign** Button. A message is displayed notifying the User if the action was successful.

6.0 Search Feature

CATS provides Users with the ability to search throughout the CATS database for specific Source Reports, Issues, CAPs or Actions.

6.1 Search for Source Report

The screenshot shows a web browser window with the CATS application interface. The top navigation bar includes buttons for 'Search Report', 'Title', 'View', 'Issue', 'Final Date', 'Link', 'CAP', 'Site/Facility', and 'Action'. Below this, the 'Search for a Report/CAP' form is displayed. It features a 'Search type' dropdown set to 'All', a 'Report Search Criteria' section with fields for 'Report Title', 'Final Report Date', and 'Office/Facility Reviewed', and a 'CAP Search Criteria' section with fields for 'Contract Line Manager', 'Responsible Organization', 'Responsible CPO', 'Approval Due Date', 'Approval Status', 'Approval Date', 'Reviewed by EEL-2', and 'Completion Date'. The form is designed for users to input search parameters and execute a search.

1. From the Main Menu, select the **Search** button.
2. Select the **Report** button.
3. Select the appropriate sort button. The search form is displayed.
4. Complete the form as appropriate.
5. Click once on the **Execute** button. Your results are displayed.
6. Click once on the Report Link to display the Report.

6.2 Search for Issue

The screenshot shows a web browser window displaying the CATS (Computerized Assessment Tool for Safety) interface. The top navigation bar includes buttons for Search, Issue, Number, View, CAP, Principles, Link, Action, and Func. Area. The main content area is titled 'Search for an Issue' and contains a search form. The form has a 'Search type' dropdown set to 'All' and a 'Search' button. Below this, there are instructions: 'Enter your search criteria into the appropriate fields and click the "Search" button above.' and 'Search type: All returns issues that match all of your criteria (and corresponding values type Any returns data that match any of the criteria (or responses). The default is All.' and 'Blank fields will match all values.' The search criteria section includes fields for Error Theory, Description, Core Functions, Practical Area, and Guiding Principles, each with a search button. The bottom of the page shows the 'Encompass Core' logo.

1. From the Main Menu, select the **Search** button.
2. Select the **Issue** button.
3. Select the appropriate sort button. The search form is displayed.
4. Complete the form as appropriate.
5. Click once on the **Execute** button. Your results are displayed.
6. Click once on the Issue Link to display the Issue.

6.3 Search for CAP

The screenshot shows a web browser window displaying the CATS (Community Assessment Tool for Schools) application. The top navigation bar includes links for Search, Reports, Manager, View, Links, Organization, New, CAP, Status, and Link. The main content area is titled 'Search for a Report-CAP' and contains a form with the following fields:

- Search type: ☐ All ☐ Any
- Enter your search criteria into the appropriate fields and click the "Execute" button.
- Search type: All returns data that matches all of your criteria (and its components), while type Any returns data that matches any of the criteria (or components). The default is All.
- Back field will match all values.
- Report Search Criteria:
 - Report Title:
 - Final Report Date:
 - Office/Field Review:
- CAP Search Criteria:
 - Responsible Line Manager:
 - Responsible Organization:
 - Responsible CSO:
 - Approval Due Date:
 - Approval Status:
 - Reviewed by BB-2:
 - Completion Date:

1. From the Main Menu, select the **Search** button.
2. Select the **CAP** button.
3. Select the appropriate sort button. The search form is displayed.
4. Complete the form as appropriate.
5. Click once on the **Execute** button. Your results are displayed.
6. Click once on the CAP Link to display the CAP.

6.4 Search for Action

The screenshot shows a web browser window displaying the CATS (Case Action Tracking System) interface. The top navigation bar includes buttons for Search, Action, Manager, View, Issue, Description, New, CAP, Status, Link, Action, and Completion. Below the navigation bar, the 'Search for an Action' form is visible. The form has a yellow header and contains several input fields for search criteria. On the left, there are fields for 'Search type' (with a dropdown menu), 'Action Number', and 'Last Edit Date'. On the right, under 'Action Search Criteria', there are fields for 'Description', 'Deletable', 'Responsible Manager', 'Approved Due Date', 'Status', 'Deceptive Date', 'Verification Status', and 'Completion Date'. A 'Find' button is located at the bottom right of the form.

1. From the Main Menu, select the **Search** button.
2. Select the **Action** button.
3. Select the appropriate sort button. The search form is displayed.
4. Complete the form as appropriate.
5. Click once on the **Execute** button. Your results are displayed.
6. Click once on the Action Link to display the Action.

7.0 Edit Data

CATS provides a method for users to edit both CAPs and Actions within the database. In the event that a user should make a mistake on a Corrective Action Plan that can not be edited within the CATS database, they should complete and submit a Data Change Request Form. To obtain a Data Change Request Form, please go to Appendix A of this manual, or retrieve one from the web site.

Upon completion of the Data Change Request Form, please submit it to the following address for evaluation.

**U.S. DOE
ES&H InfoCenter, EH-72, 270CC
19901 Germantown Rd
Germantown , MD 20874
Phone: 1-800-473-4375
FAX: 301-903-9823**

Once your completed Data Change Request Form is received, the database administrator will evaluate your request and notify you of the status of your request. *Please note that not all requests will be honored. Change requests are subject to final approval for change by the database administrator.*

7.1 Edit Source Reports

Source Reports comprise the foundation for the CATS database, upon which everything else depends. Users cannot edit Source Report data once it has been entered into the database.

7.2 Edit Issues

Likewise, the Issues contained in Source Reports comprise the foundation for the CATS database. Users cannot edit Issue data once it has been entered into the database.

7.3 Edit CAPs

Editable fields

Report Data	
Report Number	EH-72-1999-09-0001-R
Report Title	Type A Accident Investigation Board Report of the July 20, 1998 Failure and Meltdown by the Breaching of the Release of Chlorine Gas at Building 648, Test Reactor Area Idaho National Engineering and Environmental Laboratory
Final Report Date	09/01/1998
Official Review Date	Idaho National Engineering & Environmental Laboratory

CAP Data	
Project Lead Manager	Beverly Cook
Responsible Organization	EH- Idaho Operations Office
Responsible CEO	EH- Assistant Secretary for Environmental Management
Approval Due Date	10/5/98
Approval Status	Not Started
Approval Date	(No data)
Attached Files	Nothing attached
Reviewed by EH-2	No
Action Completed Date	

Print Data

LOCATE THE CAP TO EDIT THROUGH EITHER THE SEARCH OR VIEW OPTIONS.

1. Click once on the CAP to edit. The CAP is opened in read only mode.
2. Click once on the **Edit** button to edit the document.
3. Make the appropriate edits to the document. *Note: Users can only edit the Approval Status field, the Reviewed by EH-2 field, and the Action Completed Date field.*
4. Click once on the **Save** button to save and close the document.

7.4 Edit Actions

The screenshot shows the CATS web application interface. At the top, there is a navigation bar with links for Search, View, New, Edit, Action, and Status. Below this, the 'Edit Action Data Key' form is displayed. The form contains the following fields:

- Name: DVEEL-89011998-0019-3 - 2004-19 ID and LAMTCC needed to strengthen the DVE...
- Description: Include periodic accountability meetings with Assistant Managers
- Action Date: Meeting Minutes of the Deputy Managers monthly meetings
- Date of Action: Nothing entered
- Planned Completion Date: 8/31/1999
- Responsible Manager: J. A. Buchanan
- Status: Open
- Description Status: (no status set)
- Completion Date: 8/31/1999 by Status Check
- Verification Status: (no status set)
- Items Currently Linked To: DVEEL-89011998-0019-3

A yellow banner at the bottom of the form states: "If you do not explicitly save this Action the data on the form will be lost."

1. Locate the Action to edit through either the Search or View options.
2. Click once on the Action to edit. The Action is opened in read only mode.
3. Click once on the Edit button.
4. Make the appropriate changes to the Action form. *Note: the User can only edit the Responsible Manager field, the Status field, the Descriptive Status field, Completion Date field, and the Verification Status field.*
5. Click once on the Save button to save the changes.

8.0 Reports

To Be Determined

Appendix A: Data Change Request Form



ES&H Helpline 301-903-8358 • 1-800-473-4375
Internet: esh-infocenter@eh.doe.gov
ES&H TIS Web Site: <http://tis.eh.doe.gov>

For ES&H InfoCenter Use ONLY

RECEIVED _____	DATE _____
APPROVAL _____	DATE _____
ACTION _____	DATE _____
CLOSED _____	DATE _____

Corrective Action Tracking System DATA Change Request Form

SUBMIT TO: U.S. DOE
ES&H InfoCenter, EH-72, 270CC
19901 Germantown Rd.
Germantown, MD 20874

PHONE: 800-473-4375
FAX: 301-903-9823

(Type or Print)

Name: _____
(Last) (First) (Middle Initial)

AUTHORITY / SITE: _____

Company Name: _____

Work Phone: _____ Work Fax: _____

Internet E-Mail Address: _____

Item #: _____

Change(s) to be made:

Reason for change(s):

Requestors Signature: _____ Date: _____

DBA Summary of Changes:

DBA Signature: _____ Date: _____